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24 JAN 1972

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Office of Personnel Report - Week Ending
21 January 1972**

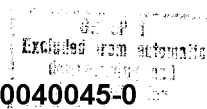
1. Clerical Employees: We are entering on duty in the Temporary Assignment Section a total of 81 clericals this month in contrast to 55 last January. The fact that we were able to increase our January number of EOD's may be attributed somewhat to the expedited clearances that we were able to get from the Office of Security.

2. CTR Class: In December 1971 the Office of Communications decided that a CTR class would be started in January. We were asked to process, clear and enter on duty 15 CTR's by 24 January. Today 14 CTR's are entering on duty. Fortunately, we had an adequate supply in the pipeline.

3. Retirement Seminar [REDACTED] Arrangements have been made with Office of Training officials at Headquarters and the Chief of Station, [REDACTED] for representatives of Retirement Affairs Division to conduct a Retirement Information Seminar [REDACTED] on 9 and 10 February. The presentations will not be identical to the talks offered in the Seminar conducted in the auditorium at Headquarters each year. The session on

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9 February will be for staff "rotational" personnel; the session on 10 February will be for local hire contract personnel. Presentations will be tailored to each group, and periods for open discussion/questions and answers will be scheduled.

4. Co-Op/Summer Interns: As a follow-up to last week's report,

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[REDACTED] interviewed 25 Photo Science students at Rochester Institute of Technology. Of the group, five of them were asked to complete PHS's for Summer Intern jobs. They also interviewed five Bachelor of Engineering Technology students and selected two possible candidates for the Technical Services Division Co-op Program. This is an experiment as we are dealing with a new type of degree.

5. Position Classification:

a. A tentative position survey schedule has been developed for all Science and Technology Directorate components covering Calendar Years 1972 and 1973.

b. Meetings were held last week with Office of Communications officials to review proposed changes in occupational titles for numerous communications and electronic engineering positions. In addition, discussions were held with the Chief, SP Division concerning grade patterns and organization of the COMINT Field Teams and the establishment of a new station [REDACTED]

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c. Three representatives of NSA visited our Position Management and Compensation Division to obtain information about Agency Lithographic Board positions for comparison with NSA positions. NSA had received complaints from personnel paid on a Lithographic Board basis in NSA that their jobs were lower than similar positions in CIA. The result of the discussion indicated that the complaints were unfounded and that CIA and NSA lithographic positions are comparable in levels.

6. Project Upward #3: Last summer we reported that we were again going to employ a number of disadvantaged applicants and train them to meet certain minimum employment standards. Attached is a report of this effort. We plan to run Upward #4 later this year.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

Att

Distribution:

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OD/Pers [REDACTED] dpm (24 Jan 72)

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18 January 1972

MEMORANDUM FOR: Chief, SPD

SUBJECT: Final Report - September 1971 EXG (3) Program

1. The Experimental Group-3 completed the special training course (begun 27 September 1971), on 30 December 1971 and were placed in the 3 January 1972 Orientation Course. A recap of the activity follows:

- 8 females entered on duty on provisional clearance and full medical clearance
- 2 were disqualified by Panel action
- 6 finished the program
- 4 qualified in typing and were assigned at a promotion (from GS-02 to GS-03)
- 2 did not qualify in typing and were assigned at the GS-02 level as Clerks

2. The individuals were assigned to the following offices:

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[REDACTED] Office of Logistics
NPIC
- IAS
ERS
NPIC
- NPIC

3. Assignment of these individuals was accomplished by CSB as part of the normal placement procedure, against existing vacancies.

STATINTL

[REDACTED]
Chief, Clerical Staffing Branch